

# SAFETY PRECAUTIONS *While Away From the Facility*

Children must receive direct supervision at all times. This is especially important when caring for children outside of the normal routine. Losing track of a child at any time puts the child in imminent danger. This guide is intended to remind you to protect the children in your care during transportation and field trips.

***RSMo 210.245 (4) states that if the Department of Health and Senior Services finds there is a threat of imminent bodily harm to a child in care it may suspend any license.***

***Review transportation and field trip rules with staff prior to leaving:***

Group Homes and Centers: <http://www.sos.mo.gov/adrules/csr/current/19csr/19c30-62.pdf>

Family Child Care Homes: <http://www.sos.mo.gov/adrules/csr/current/19csr/19c30-61.pdf>

## Keeping Children Safe While Away From the Facility

**Frequent Name to Face Attendance Checks:** Caregivers must carry a roster of the children assigned to their group to be used for frequent name to face counts. Counts should be completed before leaving an area and after arriving at another to confirm the safety of every child at all times. Regular attendance checks will alert staff to begin a search before the child gets too far, into trouble, or slips into an unobserved location.

**Vehicles shall be inspected upon exiting to ensure no children are left on or under seats.**

**Vehicle Laws:** All children must be seated in a permanent seat and restrained by seatbelts or child restraint devices as required by Missouri law. Drivers must have a valid driver's license as required by Missouri law and the vehicle must be licensed in accordance with Missouri law.

**Staff-Child Ratio:** Ratios must be maintained at all times.

**Parents and Volunteers:** If parent/guardians/volunteers are to be left alone with children or be counted in ratio, they must have a Family Care Safety Registry screening, medical examination report, and TB risk assessment on file at the facility.

**Identification Tags:** Use something to identify children from your program. A tag should include the center's name and phone number. **DO NOT INCLUDE THE CHILD'S NAME** as this would allow a stranger to call the child by name.

**Safety Hazards:** Constantly scan the area to be aware of any potential safety hazards and location of all children at all times.

# Preparing for Field Trips and Transporting Children

**Schedule Site Visit:** Visit the location to assess potential risks. Ensure there is shade, drinking water, bathrooms, and hand washing facilities. Check for potential hazards to the children's safety.

**Review Licensing Rules:** All staff members must know and follow the rules.

**Permission Slips:** Written parental consent must be on file prior to transportation and field trips.

**Emergency Contact Information:** Be sure information is up to date and with you at all times, as well as maintaining the contact information at the facility.

**First Aid Kit:** Along with basic supplies, take medication for any child with special needs.

**Sun Protection:** Assure that the children are protected from the sun.

**Meals, Snacks & Beverages:** Plan ahead to meet nutritional requirements and provide plenty of fluids.

**Prepare Children:** Discuss the activities, behavior rules, and what to do in case of an emergency. The children should know which caregiver's group they are in. Consider using the "buddy system".

**Extra Activities:** Behavioral challenges can occur when children must sit and wait, and this happens often on field trips. Plan ahead for activities to do while children are waiting. Keep index cards in your bag with ideas for songs, games, or other transition activities you can do anywhere.

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## IN AN EMERGENCY...

- **Notify 911 IMMEDIATELY** if a child is unaccounted for or in the event of serious injury.
- When handling an emergency situation, maintain supervision for ALL children.
- Inform parents of any emergency situation as quickly as possible.
- Notify your Child Care Facility Specialist of any serious incident.